

<p style="text-align: center;">Advisory Committee on Adult Education and Literacy to the Virginia Board of Education Virginia Department of Education</p>											
<p>MINUTES Meeting Date: Thursday, August 22, 2002 Time: 10:30 a.m. – 2:30 p.m.</p>											
<p>Members Present</p> <table> <tr> <td>Audrey B. Davidson, Co-chair</td><td>The Honorable Emmett Hanger</td></tr> <tr> <td>Mark E. Emblidge</td><td>Scott Leath</td></tr> <tr> <td>Carolyn Baker</td><td>The Honorable Kenneth Plum</td></tr> <tr> <td>Dr. Yvonne Brandon</td><td>Dr. Yvonne V. Thayer, Ex-Officio</td></tr> <tr> <td>Steve F. Clementi</td><td></td></tr> </table>		Audrey B. Davidson, Co-chair	The Honorable Emmett Hanger	Mark E. Emblidge	Scott Leath	Carolyn Baker	The Honorable Kenneth Plum	Dr. Yvonne Brandon	Dr. Yvonne V. Thayer, Ex-Officio	Steve F. Clementi	
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Carolyn Baker	The Honorable Kenneth Plum										
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Steve F. Clementi											
<p>Members Absent:</p> <p>Deborah Lowe Duty Susan Erno Dr. Carlisle Ramsey</p>											
<p>Other Persons in Attendance:</p> <table> <tr> <td>Sarah Finley, Deputy Secretary of Education</td><td>Barbara Gibson</td></tr> <tr> <td>Sharon Klevesahl</td><td>Elizabeth Hawa</td></tr> <tr> <td>Troilen Seward</td><td>Gloria Murphy</td></tr> <tr> <td></td><td>Rayford L. Harris</td></tr> </table>		Sarah Finley, Deputy Secretary of Education	Barbara Gibson	Sharon Klevesahl	Elizabeth Hawa	Troilen Seward	Gloria Murphy		Rayford L. Harris		
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<p>Approval of Minutes</p> <p>The minutes from June 25, 2002, were received for information. A quorum was not present at the June meeting.</p>											
<p>Item Added to Agenda</p> <p>Ms. Davidson amended the agenda to include “Vacancies on the Advisory Committee.”</p>											

Family Literacy Report

Dr. Thayer announced that the Virginia Family Literacy Institute would be held September 18-20, 2002 at the Hotel Roanoke Conference Center. This conference is funded with the family literacy grant awarded to the Department of Education. Barbara Gibson gave an update on family literacy activities sponsored by the Virginia Literacy Foundation.

Status of Task Force Recommendations

Dr. Thayer reviewed the status of recommendations of the Task Force on Adult Education and Literacy made June 2001 to the Board of Education. Since the last meeting of the Advisory Committee, one of the recommendations (not previously acted upon) has been implemented through Dr. Jo Lynne DeMary's reorganization of the Department of Education. The Task Force had requested that adult education become a division within the DOE, giving more visibility to adult education. Dr. Thayer shared a new organizational chart that shows a new division, the Division of Career, Technical and Adult Education. An assistant superintendent will head the division. The position of assistant superintendent has been advertised. Members of the Advisory Committee expressed their pleasure at seeing another recommendation of the Task Force implemented.

Vacancies on the Advisory Committee

Mrs. Davidson asked about the status of filling vacancies on the Advisory Committee. Greg Smith submitted a letter of resignation. He has moved to Florida. Dr. Thayer stated that Deborah Lowe Duty has resigned her position as program manager in Washington County but has not resigned from the committee. Ms. Duty's health has prevented her from attending meetings.

The committee decided to submit names to the Board of Education for approval in November. At the September meeting, the co-chairs will ask the BOE to submit any names they have for vacancies. Currently, the following vacancies exist: the representative for community-based literacy organizations and a person to represent second-language citizens.

Discussion and Formulation of Recommendations to the Board of Education on the Revision of the Standards of Quality and Other Sections of the Code of Virginia

The Advisory Committee discussed possible changes in the Standards of Quality related to adult education. The following recommendation was moved by Dr. Brandon, seconded by Mrs. Peacock, and adopted by the committee, to be forwarded by September 1, 2002, to Dr. Gary Jones:

§ 22.1-253.13:1

D. Local school boards shall also implement the following:

9. Adult education programs for individuals functioning below the high school completion level including but not limited to family literacy; adult basic education; adult secondary education, including programs leading to the Standard Diploma, External Diploma, or the General Educational Development (GED) Certificate; and programs for adults with limited English proficiency. Such programs may be conducted by the school board as the primary agency or through a collaborative arrangement between the school board and other agencies. To ensure program quality and in accordance with § 22.1-226.B, annually school boards shall review program performance and the educational progress of participants in the locality. The review shall include data on eligible participants, available programs, and GED Certificate completers.

The rationale for adding this language is to make this section of the *Code of Virginia* consistent with other sections. The first language that is added clarifies the definition of adult education and the type of programs delivered. This language is consistent with § 22.1-223. Family literacy is an important part of the work of adult education and an important component of *No Child Left Behind*, so it should be added to the definition of adult education.

The second amendment is added to clarify the importance of reviewing program data as part of the adult education accountability system. Section 22.1-226.B speaks to the collection of data for the Department of Education. This new language requires school boards to review the data. All state and federal funds for adult education must meet the requirements of the Workforce Investment Act (WIA), and WIA requires funding to be based in part on continuous program improvement as measured by student performance. For this reason, it is very important that school boards are informed about the level of performance of adult programs. Programs that fail to improve performance in accordance with this accountability system are subject to a reduction in funding, which may impact local adult education budgets and program services for adults in need of basic literacy and workforce readiness skills.

The Advisory Committee also discussed other sections of the Code of Virginia that relate to adult education.

Meeting with the Virginia Advisory Council on Adult Education and Literacy

The Advisory Committee invited the Advisory Council to meet with them at this meeting. The Advisory Council is comprised of representatives from agencies and groups that work with adult education appointed by the governor. Dr. Preston Royster was director of the Council through June 30, 2002. The position of director was not funded for FY03, and the Secretary of Education asked Dr. Thayer and her staff to coordinate any activities of the Council and maintain contact with members of the Council.

Dr. Thayer stated that the Council had no on-going projects. The Department of Education submitted a plan for combining the functions of the Council and Committee. The Secretary of Education will decide how the Council will function in the future. Deputy Secretary of Education Finley stated that no final decision has been made regarding the future of the Council.

Members of the Advisory Committee discussed the role of the Advisory Council in past years.

The Advisory Committee invited the Council to meet with them at this meeting at 11:30 to discuss coordination of duties. One Council member, Rayford L. Harris, attended.

There was no input from the Advisory Council. Mr. Harris expressed his interest in remaining associated with adult education but indicated that he could no longer assume a leadership role.

Next Meeting to be Announced